



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

NOTICE OF NEW AND REVISED LOCAL FORMS, CLERK'S INSTRUCTIONS AND COURT GUIDELINES IN CONJUNCTION WITH IMPLEMENTATION OF BANKRUPTCY REFORM ACT AND CM/ECF IN THIS COURT EFFECTIVE OCTOBER 17, 2005.

The revised Local Forms, Clerk's Instructions and Court Guidelines are posted on the court website www.flsb.uscourts.gov under the icon "Local Rules and Forms."

The following local forms and guidelines are new:

- ▶ Certificate of Service of Notice of Hearing and Compliance with Local Rule 9073-1(D) (**Note:** The clerk of court will prepare the Notice of Hearing, which was formerly a local form) (**LF-46**)
- ▶ Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statement Filed Electronically (This form is required for Registered Users of CM/ECF) (**LF-11**)
- ▶ Notice to Individual Consumer Debtor Under Section 342(b) of the Bankruptcy Code (**LF-13**) (**Note the Official Bankruptcy Form Voluntary Petition requires signature acknowledgement of this form, so it is not necessary to sign and submit this form separately**)
- ▶ Summons in Foreign Nonmain Proceeding Under Chapter 15 (**LF-56**)
- ▶ Sworn Declaration of Fact (sample) and Pretrial Order in an Adversary Proceeding (**Note: these new forms were previously attached as exhibits to the Order Setting Filing and Disclosure Requirements in Adversary Proceedings**) (**LF-63A and LF-63B**)
- ▶ Debtor's Certificate of Compliance and Request for Confirmation of Chapter 13 Plan (**LF-67**)
- ▶ Guidelines for Preparing, Submitting and Serving Orders (**CG-5**)
- ▶ Chapter 13 Plan for Cases Filed on or after 10/17/05 (**LF-31B**)
- ▶ Acknowledgment of Responsibility and Request for Login ID and Password for Live Access to CM/ECF with Trustee4/US Trustee Filing Privileges (**LF-94**)
- ▶ Acknowledgment of Responsibility and Request for Login ID and Password for Live Access to CM/ECF with Full Attorney Filing Privileges (**LF-95**)
- ▶ Acknowledgment of Responsibility and Request for Login ID and Password for Live Access to CM/ECF with Limited Filing Privileges (**LF-96**)

As set forth in Administrative Order 05-2 or in the Guidelines for Preparing, Submitting and Serving Orders, the following documents should **NOT** be submitted by a party but will be generated by the clerk or court:

- ▶ Notice of Hearing
- ▶ Summons and Notice of Pretrial
- ▶ Order Setting Filing and Disclosure Requirements in Adversary Proceedings
- ▶ Order Upon Conversion of Case Under Chapter 13 to Case Under Chapter 7 by the Debtor
- ▶ Order Dismissing Chapter 7 Case for Failure to Appear at the § 341 Meeting of Creditors
- ▶ Order Conditionally Approving Disclosure Statement and Setting Hearing on Final Approval of Disclosure Statement and Confirmation of Chapter 11 Plan
- ▶ Order (I) Setting Hearing to Consider Approval of Disclosure Statement; (II) Setting Deadline for Filing Objections to Disclosure Statement; and (III) Directing Plan Proponent to Serve Notice
- ▶ Order (I) Approving Disclosure Statement; (II) Setting Hearing on Confirmation of Plan; (III) Setting Hearing on Fee Applications; (IV) Setting Various Deadlines; and (V) Describing Plan Proponent's Obligations
- ▶ Order Confirming Chapter 13 Plan

(10/20/2005)